

Mr. John Doe  
1000 First Street  
Washington, D. C.

Dear Mr. Doe:

As you reach the end of your active career of Government service, I want to join your friends and colleagues in wishing you continued success and satisfaction in your retirement.

You have every reason to feel great pride and satisfaction in your accomplishments. Your outstanding record of service is both example and goal for the young people who are now just beginning their careers in intelligence.

On behalf of Mr. Dulles and myself, may I extend to you, personally and officially, our sincere appreciation for the important work you have done and our warmest hopes that you will find full enjoyment in the years ahead.

Sincerely,

G. P. Cabell  
General, USAF  
Deputy Director